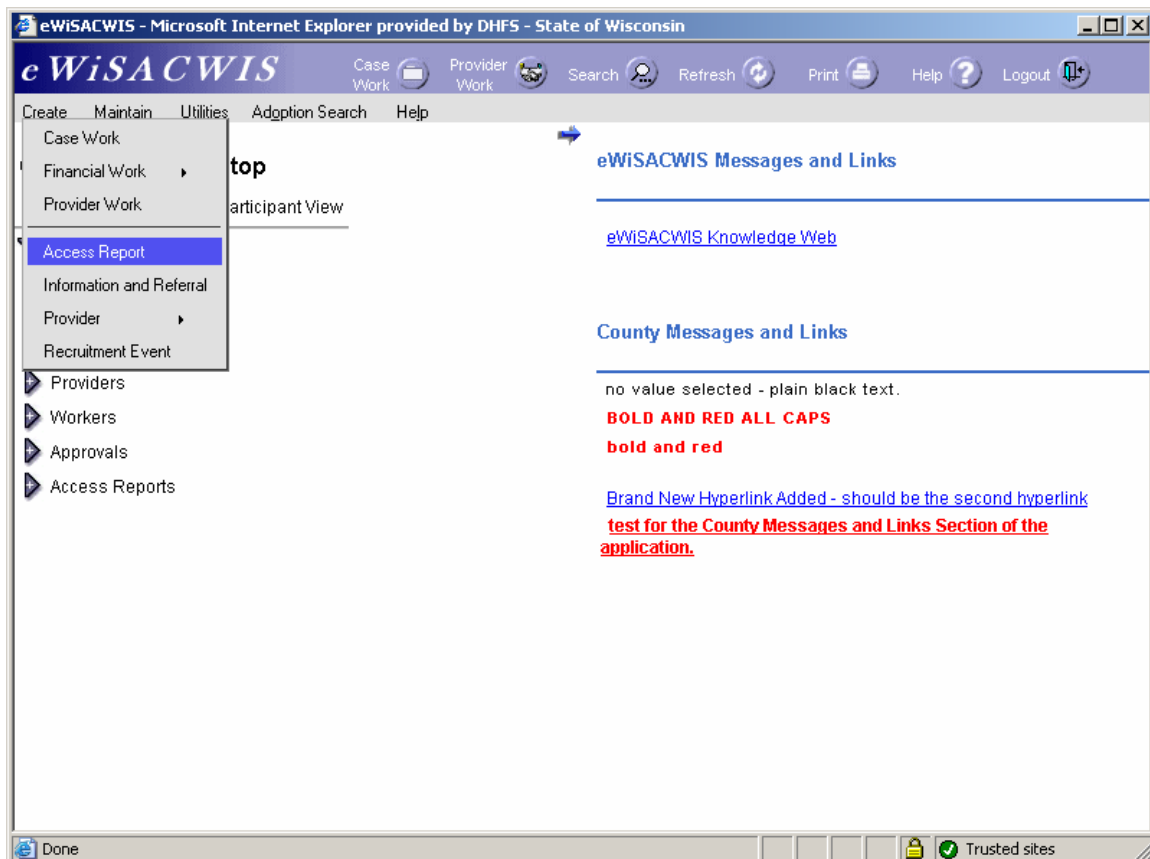


Access Reports

Introduction

Access has been designed as a single point of entry. A user will not be required to determine if the matter is a Child Abuse/Neglect or Children's Services Report prior to launching the Access Report. However, a final report type decision (CPS Access Report or Services report) must be documented prior to supervisory screening.

To begin, select Create > Access Report.



The Access Report contains the Access Information group box. The Report name will be blank because the participants have not been identified yet. The Access Report Type will default to Undetermined. The next screenshot will explain the Access Report Type field. The Date/Time Report Received will default to the present time. This is a user entered field on the Decision Tab. The Response Time (R/T) will pre-fill once the Supervisor's Response Time has been determined on the Decision Tab. The ID is a specific system generated number to identify the Access Report (which is different from the case number).

The screenshot shows a web browser window titled "Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page features the "eWiSACWIS" logo and navigation links for Print, Spell Check, and Help. The main content area is titled "Access Information" and contains the following fields:

- Report Name: (blank)
- Worker: Cake, Caitlin
- Access Report Type: Undetermined (dropdown menu)
- Date/Time Report Received: 3/17/06 1:51 PM
- R/T: (blank)
- ID: 8000202

Below the "Access Information" section is a tabbed interface with the following tabs: Narrative, Services, Participants, Allegation, Allegation Narr, Prior Involvement, and Decision. The "Narrative" tab is currently selected. It contains three text input areas:

- Describe alleged maltreatment: current and past, the surrounding circumstances; and the frequency; or intervention or services needed for the child.
- Describe the child(ren)'s injury or conditions as a result of the alleged maltreatment or services needed.
- Describe the child(ren)'s current location, school / daycare including dismissal time, functioning, including special needs, if any, and highlighting current vulnerability.

At the bottom right of the Narrative tab, there are "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done" and "Trusted sites".

The Access Report Type is user selected from a drop down menu. The values of CPS Report, Services Report and Undetermined are available. The user will be able to switch the Access Report Type throughout the life of the Access Report until it has been finally linked to a case. The type of report selected will determine which tabs and fields need to be completed.

The screenshot shows a web browser window titled "Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The browser's address bar shows "eWiSACWIS". The page has a purple header with the "eWiSACWIS" logo and navigation links: "Print", "Spell Check", "Help", and a question mark icon. Below the header, the "Access Information" section contains the following fields:

- Report Name: (empty)
- Worker: Cake, Caitlin
- Access Report Type: Undetermined (dropdown menu open, showing options: CPS Report, Services Report, Undetermined, Decision)
- Date/Time Report Received: 3/17/06 1:51 PM
- R/T: (empty)
- ID: (empty)

Below the "Access Information" section is a tabbed interface with the following tabs: Narrative, Services, Participants, Allegation, Allegation Narr, and Prior Involvement. The "Narrative" tab is selected. The "Narrative" tab contains three text areas:

- Describe alleged maltreatment: current and past; the surrounding circumstances; and the frequency; or intervention or services needed for the child. (Large text area)
- Describe the child(ren)'s injury or conditions as a result of the alleged maltreatment or services needed. (Medium text area)
- Describe the child(ren)'s current location, school / daycare including dismissal time, functioning, including special needs, if any, and highlighting current vulnerability. (Small text area)

At the bottom right of the "Narrative" tab are two buttons: "Save" and "Close". The browser's status bar at the bottom shows "Done" and "Trusted sites".

The first section of this guide will explain how to complete a CPS Report. The second section will explain documentation for a Services Report.

CPS Report

1. Once the CPS Report has been selected from the Access Report Type, eWiSACWIS will require certain tabs and fields to become required in order to document the needed information.
2. Complete all required narrative fields. Note that all fields will not be shown in this example. Various text fields will have a hyper link that states See Related Access Appendix. These hyperlinks will take the user to the online CPS Access Standards. The CPS Access Standards will help guide the user regarding CPS policy.

The last narrative section on this tab is Directions to the House. This is the only non-required field on the Narrative Tab (not shown on this example).

The screenshot shows a web browser window titled "Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page displays the "eWiSACWIS" logo and navigation links: Print, Spell Check, ABC, and Help. Below the logo is the "Access Information" section, which includes fields for Report Name, Worker (Worker, Milwaukee), Access Report Type (CPS Report), Date/Time Report Received (3/20/06 8:45 AM), R/T, and ID (8000050). The main content area features a tabbed interface with tabs for Narrative, Participants, Allegation, Allegation Narr, Prior Involvement, and Decision. The Narrative tab is active, showing two text input areas. The first area is labeled "Describe any present danger threats (See Related Access Appendix), including a description of possible or likely emergency (exigent) circumstances." and contains the placeholder text "Enter Text Here!". The second area is labeled "Describe presence of domestic violence (See Related Access Appendix), if applicable, including the demonstration of power and control and entitlement within the home environment." and also contains the placeholder text "Enter Text Here!". At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done" and "Trusted sites".

3. The Participants Tab is used to record all of the participants in the case. Use the Add/Edit button to Search out participants to the case. To learn more about Search, please see the related Quick Reference Guide on Search. For the screenshot below, all participants have been Searched and added to the Participants Tab.

The Names, Gender, DOB, Age and Race will pre-fill from the Person Management record. Relationship and Roles are user entered required fields.

The Alleged Maltreater should be listed as a case participant.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check ABC Help ?

Access Information

Report Name: Worker: Worker, Milwaukee Access Report Type: CPS Report

Date/Time Report Received: 3/20/06 8:45 AM R/T: ID: 8000050

Participants | Allegation | Allegation Narr | Prior Involvement | Decision

Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles
Goodman, Erica	Female	07/28/1998	7	White		Roles
Goodman, Michael	Male	02/14/1997	9	White		Roles
Goodman, Kristina	Female	06/01/1977	28	White		Roles
Goodman, David	Male	10/27/1977	28	White		Roles

Reporter

Name: Relation to Alleged Victim:

Home Phone: Affiliation: Report Method:

Work Phone: ☐ Mandated Reporter ☐ Notice to Reporter Generated

Options:

4. The Relationship field revolves around the Reference Person (Head of the House). Usually this is the adult female. Relationships are defined as how the participant is related to the Reference Person. For example, a three generation case - mother, adult daughter, adult daughter's son. The adult daughter is the reference person, the son is the biological child and grandma is the mother. See the Quick Reference Guide – FAQ Reference Person Flow Chart for further information.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check ABC Help ?

Access Information

Report Name: Worker: Worker, Milwaukee Access Report Type: CPS Report

Date/Time Report Received: 3/20/06 1:35 PM R/T: ID: 8000063

Participants

Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles
Goodman, Kristina	Female	06/01/1977	28	White		Roles
Goodman, David	Male	10/27/1977	28	White	Other	Roles
Goodman, Erica	Female	07/28/1998	7	White	Other Relative	Roles
Goodman, Michael	Male	02/14/1997	9	White	Present Spouse	Roles
					Presumed Father	Roles
					Primary Caregiver	Roles
					Reference Person	
					Relative Caregiver	
					Secondary Caregiver	
					Significant Other	
					Staff	
					State Probation and Parole	

[Address Copy](#)

Reporter

Name: Relation to Alleged Victim:

Home Phone: Affiliation: Report Method:

Work Phone: ☐ Mandated Reporter ☐ Notice to Reporter Generated

Options: [Save](#) [Close](#)

Trusted sites

5. Select the roles from the Roles hyperlink for the participants. The Report Name (RN) code should be used for the Reference Person. This will populate into the Access Information group box. The Reporter is the case participant who reported the referral. If this is law enforcement, teachers, or other professionals that made the report and have no other relation to the case, only use the role of reporter.

Roles -- Web Page Dialog

eWiSACWIS Print Spell Check REC Help ?

Participant

Name: Goodman, Kristina

Roles

Select	Roles Description	Code
<input type="checkbox"/>	Alleged Victim	AV (CPS Report ONLY)
<input type="checkbox"/>	Household Member	HM
<input type="checkbox"/>	Non-Household Member	NM
<input type="checkbox"/>	Parent/Parental Role	PN
<input type="checkbox"/>	Report Name	RN
<input type="checkbox"/>	Reporter	RP

Continue Close

The next screen shot displays the Relationships and Roles for the participants.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Access Information

Report Name: Goodman, Kristina Worker: Worker, Milwaukee Access Report Type: CPS Report
Date/Time Report Received: 3/20/06 1:35 PM R/T: ID: 8000063

Participants Narrative Allegation Allegation Narr Prior Involvement Decision

Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles
Goodman, Kristina	Female	06/01/1977	28	White	Reference Person	HM-PN-RN Roles
Goodman, David	Male	10/27/1977	28	White	Former Spouse	NM-PN-RP Roles
Goodman, Erica	Female	07/28/1998	7	White	Biological Child	AV-HM Roles
Goodman, Michael	Male	02/14/1997	9	White	Biological Child	AV-HM Roles

[Add/Edit](#) [Address Copy](#)

Reporter

Name: Goodman, David Relation to Alleged Victim:
Home Phone: (608)234-5678 Affiliation: Report Method:
Work Phone: ☐ Mandated Reporter ☐ Notice to Reporter Generated

Options: [Go](#) [Save](#) [Close](#)

Done Trusted sites

- The Address Copy button allows the address from one participant to be copied over to other participants. Select a radio button from the Available Addresses To Copy group box for the participants that need the address updated in the Update Primary Address Selection group box. In the example below, Kristina's address will be copied over to Erica's and Michael's address.

Address Copy -- Web Page Dialog

eWiSACWIS
Print
Spell Check
Help

Available Addresses to Copy

Names	DOB	Phone	Address	Address Type
<input type="radio"/> Goodman, Erica (9225073)	07/28/1998	(608)234-5678	2233 Sunset Court Madison, WI 53701	Primary Residence
<input type="radio"/> Goodman, Michael (9225074)	02/14/1997	(608)234-5678	2233 Sunset Court Madison, WI 53701	Primary Residence
<input checked="" type="radio"/> Goodman, Kristina (9225071)	06/01/1977	(608)123-4567	816 Elm Street Madison, WI 53701	Primary Residence
<input type="radio"/> Goodman, David (9225072)	10/27/1977	(608)234-5678	2233 Sunset Court Madison, WI 53701	Primary Residence

Update Primary Address Selection

Names	DOB	Phone	Current Primary Address
<input checked="" type="checkbox"/> Goodman, Erica (9225073)	07/28/1998	(608)234-5678	2233 Sunset Court Madison, WI 53701
<input checked="" type="checkbox"/> Goodman, Michael (9225074)	02/14/1997	(608)234-5678	2233 Sunset Court Madison, WI 53701
<input type="checkbox"/> Goodman, Kristina (9225071)	06/01/1977	(608)123-4567	816 Elm Street Madison, WI 53701
<input type="checkbox"/> Goodman, David (9225072)	10/27/1977	(608)234-5678	2233 Sunset Court Madison, WI 53701

Save
Close

Page 8
Sec 1
8/8
At 7.6"
Ln 14
Col 20
REC
TRK
EXT
OVR
English (U.S)

- The Reporter group box will pre-fill with the reporter as indicated by the roles selected for the participant. The name and phone number will pre-fill. The Relation to Alleged Victim and Report Method are user entered drop down values. If the reporter is a mandated reporter, the Mandated Reporter box will automatically check off based on Relation to Alleged Victim drop down menu. Check off the Notice to Reporter checkbox if a Mandated Reporter Letter was sent.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Access Information

Report Name: Goodman, Kristina Worker: Worker, Milwaukee Access Report Type: Undetermined
 Date/Time Report Received: 3/20/06 1:35 PM R/T: ID: 8000063

Participants

Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles
Goodman, Erica	Female	07/28/1998	7	White	Biological Child	HM Roles
Goodman, Michael	Male	02/14/1997	9	White	Biological Child	HM Roles
Goodman, Kristina	Female	06/01/1977	28	White	Reference Person	HM-PN-RN Roles
Goodman, David	Male	10/27/1977	28	White	Former Spouse	NM-PN-RP Roles

Add/Edit Address Copy

Reporter

Name: Goodman, David Relation to Alleged Victim: Parent of Child Victim
 Home Phone: (608)234-5678 Affiliation: Report Method: Phone
 Work Phone: ☐ Mandated Reporter ☐ Notice to Reporter Generated

Save Close

Done Trusted sites

8. Use the Insert button to add a new line for each Allegation (multiple rows should be entered if there is more than one type of abuse or neglect being reported per alleged victim).

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Access Information

Report Name: Goodman, Kristina Worker: Worker, Milwaukee Access Report Type: CPS Report
Date/Time Report Received: 3/20/06 1:35 PM R/T: ID: 8000063

Allegation Narrative Participants Allegation Narr Prior Involvement Decision

Allegations

Alleged Victims	AM Relationship to Victim	A/N Code	Description	Fatality
Goodman, Erica Goodman, Michael			Description Delete	<input type="checkbox"/>

Date of Alleged Maltreatment: 03/20/2006 **Insert**

Allegation Details

Number: Address: Apt: WI City: State: WI Zip: Country: City: Phone: Ext: Work Phone: Ext: Cell Phone:

Options: **Go** **Save** **Close**

Done Trusted sites

9. Select a value for the Alleged Victim and for the Alleged Maltreater Relationship to Victim from the drop down menu.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check Help

Access Information

Report Name: Goodman, Kristina Worker: Worker, Milwaukee Access Report Type: CPS Report

Date/Time Report Received: 3/20/06 1:35 PM R/T: ID: 8000063

Allegation

Allegations

Alleged Victims	AM Relationship to Victim	A/N Code	Description	Fatality
Goodman, Erica			Description Delete	<input type="checkbox"/>

Date of Alleged Maltreatment

Allegation Details

Number: Address: Apt: WI City: State: WI Zip: Country:

City: Phone: Ext: Work Phone: Ext: Cell Phone:

Options: Go Save Close

10. Select the Abuse/Neglect Code from the drop down menu.

Note: Mutual Sexual Activity is now reported on a CPS Report.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check Help

Access Information

Report Name: Goodman, Kristina Worker: Worker, Milwaukee Access Report Type: CPS Report

Date/Time Report Received: 3/20/06 1:35 PM R/T: ID: 8000063

Narrative Participants **Allegation** Allegation Narr Prior Involvement Decision

Allegations

Alleged Victims	AM Relationship to Victim	A/N Code	Description	Fatality
Goodman, Erica	Biological Parent			<input type="checkbox"/>

Date of Alleged Maltreatment: 03/20/2006

Abandonment
Circum. Justifying Belief A/N will Occur
Emotional Damage
Failure to Thrive
Forced Viewing of Sexual Activity
Lack of Supervision
Medical Neglect of Disabled Infant
Mutual Sexual Activity
Neglect - General Lack of Care
Other Medical Neglect

Insert

Allegation Details

Number: Address: Apt: WI City: State: WI Zip: Country:

City: Phone: Ext: Work Phone: Ext: Cell Phone:

Options: Save Close

Done Trusted sites

11. Select the Description hyperlink. This will open the Description pop up page. Select all values that apply.

The screenshot shows a web application window titled "Description -- Web Page Dialog" with the "eWiSACWIS" logo. The window contains a section titled "Descriptions" with a table of checkboxes and descriptions. The checkbox for "Exposure to Elements or Environmental Hazards" is checked. At the bottom right, there are "Continue" and "Close" buttons.

Select	Description
<input type="checkbox"/>	Bruising
<input type="checkbox"/>	Burn/Scald
<input type="checkbox"/>	Cut/Laceration/Bite
<input type="checkbox"/>	Developmental Delays
<input type="checkbox"/>	Dislocation/Sprain/Bone Fracture
<input type="checkbox"/>	Emotional/Behavior Problems
<input checked="" type="checkbox"/>	Exposure to Elements or Environmental Hazards
<input type="checkbox"/>	Failure to Thrive
<input type="checkbox"/>	Genital Area Bruising, Red/Swollen, Fissures/Tears
<input type="checkbox"/>	Injury to Head
<input type="checkbox"/>	Internal Injury
<input type="checkbox"/>	Malnutrition
<input type="checkbox"/>	No Indicators/Injuries Observed
<input type="checkbox"/>	Other Indicator/Injury
<input type="checkbox"/>	Permanent Brain Damage
<input type="checkbox"/>	Permanent Impairment
<input type="checkbox"/>	Pregnancy

12. If the Fatality box is checked off, a pop up message will appear directing the user to complete the Serious Incident Report under Options.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Access Information

Report Name: Goodman, Kristina Worker: Worker, Milwaukee Access Report Type: CPS Report

Date/Time Report Received: 3/20/06 1:35 PM R/T: ID: 8000063

Narrative Participants **Allegation** Allegation Narr Prior Involvement Decision

Allegations

Alleged Victims	Fatality
Goodman, Erica	Delete <input checked="" type="checkbox"/>
Goodman, Michael	Delete <input type="checkbox"/>

Please complete the Serious Incident Report under the Options dropdown.

Close

Date of Alleged Maltreatment: 03/20/2006

Insert

Allegation Details

Number: Address: Apt: WI City: State: WI Zip: Country: Phone: Ext: Work Phone: Ext: Cell Phone:

Options: Save Close

Done Trusted sites

13. Complete additional rows for additional allegations.

14. The Date of Alleged Maltreatment is a user entered field. This field will pre-fill with the current date but can be back dated.

Note: If multiple events of maltreatment are being reported in one Access Report please identify the earliest date of maltreatment in this field.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Access Information

Report Name: Goodman, Kristina Worker: Worker, Milwaukee Access Report Type: CPS Report

Date/Time Report Received: 3/20/06 1:35 PM R/T: ID: 8000063

Narrative Participants **Allegation** Allegation Narr Prior Involvement Decision

Allegations

Alleged Victims	AM Relationship to Victim	A/N Code	Description			Fatality
Goodman, Erica	Biological Parent	Lack of Supervision	Exposure to Elements or Environmental Hazards	Description	Delete	<input type="checkbox"/>
Goodman, Michael	Biological Parent	Lack of Supervision	Exposure to Elements or Environmental Hazards	Description	Delete	<input type="checkbox"/>

Date of Alleged Maltreatment: 03/20/2006 **Insert**

Allegation Details

Number: Address: Apt: VM City: City: State: WI Zip: Country: Phone: Ext: Work Phone: Ext: Cell Phone:

Options: **Save** **Close**

Done Trusted sites

15. The Allegations Details group box CPS Report Type will pre-fill based on the relationship of the alleged maltreater to victim. The address boxes are user entered but if the Incident Location Same as Report Name is checked off, the address of the Report Name will pre-fill.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Access Information

Report Name: Goodman, Kristina Worker: Worker, Milwaukee Access Report Type: CPS Report
Date/Time Report Received: 3/20/06 1:35 PM R/T: ID: 8000063

Narrative Participants Allegation Allegation Narr Prior Involvement Decision

Allegations

Alleged Victims	AM Relationship to Victim	A/N Code	Description		Fatality
Goodman, Erica	Biological Parent	Lack of Supervision	Exposure to Elements or Environmental Hazards	Description Delete	<input checked="" type="checkbox"/>
Goodman, Michael	Biological Parent	Lack of Supervision	Exposure to Elements or Environmental Hazards	Description Delete	<input type="checkbox"/>

Date of Alleged Maltreatment: 03/20/2006 **Insert**

Allegation Details

CPS Report Type: Primary Caregiver

☒ Incident Location Same as Report Name C/O:

Number: 816 Address: Elm Street Apt: WI City:

Options: **Go** **Save** **Close**

Done Trusted sites

16. The next tab is the Allegation Narrative tab. This is a required tab and all narrative fields need to be completed.

Note: This is where the alleged maltreater is to be identified by name.

The screenshot displays the eWISACWIS web application interface within a Microsoft Internet Explorer browser window. The title bar reads "Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the "eWISACWIS" logo and navigation links for "Print", "Spell Check", and "Help".

The main content area is titled "Access Information" and contains the following details:

- Report Name: Goodman, Kristina
- Worker: Worker, Milwaukee
- Access Report Type: CPS Report (selected from a dropdown)
- Date/Time Report Received: 3/20/06 1:35 PM
- R/T:
- ID: 8000063

Below the information section is a tabbed interface with the following tabs: Narrative, Participants, Allegation, **Allegation Narr** (selected), Prior Involvement, and Decision.

The "Allegation Narr" tab contains the "Primary Caregiver Allegation Narrative" section, which includes three text input areas with the following prompts:

- Describe the parents or adults in the parent role: current location, functioning, and parenting practices and views of the child. (Text area labeled "Enter Text Here!")
- Describe the family functioning, strengths, and current stresses. (Text area labeled "Enter Text Here!")
- Describe the possible or likely impending threats to child safety ([See Related Access Appendix](#)). (Text area labeled "Enter Text Here!")

At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons.

The browser's status bar at the bottom shows a "Trusted sites" icon.

17. The Prior Involvement Tab is a view only tab. The system will automatically search all participants in the data base and return any cases that they have been involved in. The tab will show the dates of the reports, report id, the report name, the report type, screening decision, case id, findings, and if there are any safety concerns for the worker. The view hyperlink will allow the user to view the report. Prior Involvement records for participants with the only role of Reporter will not appear.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check Help

Access Information

Report Name: Worker: Worker, Milwaukee Access Report Type: CPS Report

Date/Time Report Received: 3/21/06 8:41 AM R/T: ID: 8000068

Narrative	Participants	Allegation	Allegation Narr	Prior Involvement	Decision			
Date	Report Id	Report Name	Report Type	Screening Decision	Case Id	Finding	Wrkr Safety Concerns	
03/21/2006	8000063	Kristina Goodman	CPS Report	Screen In	9221831	N/A	N	View

Options: Go Save Close

Done Trusted sites

18. The final tab is the Decision Tab. This tab is where the worker and supervisor make their screening decisions. The first group box is the Worker Recommendation box. The worker can Screen In, Screen Out or Pend the Access report. The date the report was screened in or out will pre-fill in the Date/Time Decision Made field. If the Access Report was Screened In, a Response Time is required from the drop down menu which is shown on the Supervisor Decision group box. A Reason for the screening recommendation is also required from a drop down menu. The worker also has an optional narrative field to explain the screening recommendation. Once the worker has made a screening decision, Save and Close the report. The report will be assigned to the worker's supervisor.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Access Information

Report Name: Worker: Worker, Milwaukee Access Report Type: CPS Report
Date/Time Report Received: 3/21/06 8:41 AM R/T: ID: 8000068

Decision

Worker Recommendation

Name: Worker, Milwaukee ☐ Screen In ☐ Screen Out ☒ Pending Date/Time Decision Made:
Response Time: Reason:
Explain:

Supervisor Decision

Name: Worker, Milwaukee ☐ Screen In ☐ Screen Out ☒ Pending Date/Time Decision Made:
Response Time: Reason:
Explain:

Status

Date and Time Report was Received: 03/21/2006 08:41 AM ☐ After Hours Report ☐ Law Enforcement Notified

Options: Go Save Close

19. The Supervisors Decision group box works in the same manner as the Worker Recommendation group box except, when the Supervisor Screens In a report, the Create/Link Case hyperlink link appears. The supervisor will be prompted to search out to link the report to an existing case and assign the case to a worker or if there is no case, create a new case and assign.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check ABC Help ?

Access Information

Report Name: Worker: Worker, Milwaukee Access Report Type: CPS Report
Date/Time Report Received: 3/21/06 8:41 AM R/T: Same Day ID: 8000068

Narrative Participants Allegation Allegation Narr Prior Involvement Decision

Worker Recommendation

Name: Worker, Milwaukee ☐ Screen In ☐ Screen Out ☒ Pending Date/Time Decision Made:
Response Time: Reason:
Explain:

Supervisor Decision

Name: Worker, Milwaukee ☒ Screen In ☐ Screen Out ☐ Pending Date/Time Decision Made:
Response Time: Same Day Reason: Screen In - CA/N Primary Caregiver [Create/Link Case](#)
Explain:
Screen In - CA/N Non-Caregiver
Screen In - CA/N Primary Caregiver
Screen In - CA/N Secondary Caregiver
Screen In - Independent Investigation

Status

Date and Time Report was Received: 03/21/2006 08:41 AM PM ☐ After Hours Report ☐ Law Enforcement Notified

Options: Save Close

Done Trusted sites

20. The Status group box will pre-fill with the current date and time in the Date and Time Report was Recieved. This is an editable field to report the actual time received. The Primary Language field will default to English. This is a user entered field from a drop down menu. Finally review the six statements and check the boxes that apply.

The screenshot shows a web browser window titled "Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page has a purple header with the "eWISACWIS" logo and navigation links: Print, Spell Check, ABC, and Help. The main content area is divided into several sections:

- Access Information:** Contains fields for Report Name, Worker (Worker, Milwaukee), Access Report Type (CPS Report), Date/Time Report Received (3/21/06 8:41 AM), R/T (Same Day), and ID (8000068).
- Navigation Tabs:** Narrative, Participants, Allegation, Allegation Narr, Prior Involvement, and Decision. The "Decision" tab is currently selected.
- Supervisor Decision:** Includes Name (Worker, Milwaukee), Response Time (Same Day), Reason (Screen In - CA/N Primary Caregiver), and a Date/Time Decision Made field. There are radio buttons for Screen In (selected), Screen Out, and Pending. An "Explain:" text area is also present.
- Status:** Features a "Date and Time Report was Received:" field pre-filled with 03/21/2006 08:41 AM. It includes radio buttons for AM (selected) and PM, and checkboxes for After Hours Report, Law Enforcement Notified, Interpreter Needed?, Worker Safety Concerns?, and Serious Incident Report Generated?.
- Options:** A dropdown menu and a "Go" button.
- Buttons:** "Save" and "Close" buttons are located at the bottom right.

The browser's status bar at the bottom shows "Done" and "Trusted sites".

21. The Options drop down menu has a wide variety of documents. Under Actions, the R/T Matrix (Response Time) is a tool designed with specific questions to help the worker make a response time decision. This is an optional tool.

Under Text, is a wide variety of letters and templates including Mandated Reporter Letter, the CPS Report, Serious Incident Report just to name a few.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Access Information

Report Name: Worker: Worker, Milwaukee Access Report Type: CPS Report

Date/Time Report Received: 3/21/06 8:41 AM R/T: Same Day ID: 8000068

Narrative Participants Allegation Allegation Narr Prior Involvement Decision

Supervisor Decision

Name: Worker, Milwaukee ☒ Screen In ☐ Screen Out ☐ Pending Date/Time Decision Made:

Response Time: Same Day Reason: Screen In - CA/N Primary Caregiver [Create/Link Case](#)

Explain:

Options:

- Action
- RT Matrix
- Text
- CPS Report
- ICW Cover Letter
- Reporter Narrative
- Mandated/Relative Reporter Notice
- Prior County Involvement
- Response Priority Tree
- Serious Incident Report

21/2006 08:41 ☒ AM ☐ PM ☐ After Hours Report ☐ Law Enforcement Notified

☐ Interpreter Needed? ☐ Worker Safety Concerns?

hurry, or egregious incident ([See Related Access Appendix](#)) ? ☐ Serious Incident Report Generated?

Save Close

Done Trusted sites

Services Report

The Services Report is designed to document non abuse/neglect reports.

1. With the Access Report Type set to Services Report, only the first narrative field is required.

The screenshot shows a web browser window titled "Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page features the "eWISACWIS" logo and navigation links for Print, Spell Check, and Help. The main section is titled "Access Information" and contains the following fields:

- Report Name: (empty)
- Worker: Worker, Milwaukee
- Access Report Type: Services Report (dropdown menu)
- Date/Time Report Received: 3/21/06 8:41 AM
- R/T: Same Day
- ID: 8000068

Below the "Access Information" section is a tabbed interface with five tabs: Narrative, Services, Participants, Prior Involvement, and Decision. The "Narrative" tab is currently selected. It contains three text areas for input:

- Describe alleged maltreatment: current and past; the surrounding circumstances; and the frequency; or intervention or services needed for the child. (This area is highlighted in light blue.)
- Describe the child(ren)'s injury or conditions as a result of the alleged maltreatment or services needed.
- Describe the child(ren)'s current location, functioning, including special needs, if any, and highlighting current vulnerability.

At the bottom of the form, there is an "Options:" dropdown menu, a "Save" button, and a "Close" button. The browser's status bar at the bottom shows "Done" and "Trusted sites".

2. Select the Service Report Type from the drop down menu.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Access Information

Report Name: Worker: Worker, Milwaukee Access Report Type: Services Report
Date/Time Report Received: 3/21/06 8:41 AM R/T: Same Day ID: 8000068

Services

Service Report Type: [Dropdown Menu]

Specific Services

No Specific Services Available

- Adoption
- Child Welfare
- Court Ordered Study
- Guardianship
- ICPC
- Juvenile Justice
- Kinship
- Re-Open Closed Case
- Rule Violation

Other Information

☐ Referral Packet Received? Date Packet Received: 00/00/0000
☐ Court Ordered Study Date Report Due in Court: 00/00/0000

Options: [Dropdown Menu] [Go]

Save Close

Done Trusted sites

3. The Service Report Type will determine which Specific Services Requested will display. Select the appropriate values. Please note that if this report is for Drug Affected Infants, Lack of Care Due to Poverty, Medical Crisis – No Care because of Religion, and Relinquished Infant, additional narrative fields on the Narrative Tab will become required. Complete the Other Information group box if appropriate.

The screenshot shows a web browser window titled "Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page has a purple header with the "eWiSACWIS" logo and navigation links: Print, Spell Check, ABC, and Help. Below the header is the "Access Information" section, which includes fields for Report Name, Worker (Worker, Milwaukee), Access Report Type (Services Report), Date/Time Report Received (3/21/06 8:41 AM), R/T (Same Day), and ID (8000068). The main content area has five tabs: Narrative, Services, Participants, Prior Involvement, and Decision. The "Services" tab is selected, showing a "Service Report Type" dropdown set to "Child Welfare". Below this is a "Specific Services Requested" section with a list of services, each with an unchecked checkbox: Behavior Management Services, Courtesy Interview - Out-of-State, Drug Affected Infant, Educational Services, Lack of Care Due to Poverty, Medical Crisis-No Care b/c of Religion, and Medical Services. At the bottom of the Services tab is an "Other Information" section with checkboxes for "Referral Packet Received?" and "Court Ordered Study", and date fields for "Date Packet Received:" and "Date Report Due in Court:". The bottom of the form has an "Options:" dropdown, a "Go" button, and "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done" and "Trusted sites".

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check ABC Help

Access Information

Report Name: Worker: Worker, Milwaukee Access Report Type: Services Report

Date/Time Report Received: 3/21/06 8:41 AM R/T: Same Day ID: 8000068

Services

Service Report Type: Child Welfare

Specific Services Requested

- ☐ Behavior Management Services
- ☐ Courtesy Interview - Out-of-State
- ☐ Drug Affected Infant
- ☐ Educational Services
- ☐ Lack of Care Due to Poverty
- ☐ Medical Crisis-No Care b/c of Religion
- ☐ Medical Services

Other Information

☐ Referral Packet Received? Date Packet Received: 00/00/0000

☐ Court Ordered Study Date Report Due in Court: 00/00/0000

Options: [Dropdown] Go Save Close

Done Trusted sites

4. Complete the Participants Tab, Prior Involvement Tab and Decision Tab as outlined in the CPS Report sections.
5. The Options drop down menu will offer a variety of Text specific to Services Report.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check ABC Help ?

Access Information

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Narrative Services Participants Prior Involvement Decision

Supervisor Decision

Name: Worker, Milwaukee ☒ Screen In ☐ Screen Out ☐ Pending Date/Time Decision Made:
 Response Time: Reason: [Create/Link Case](#)
 Explain:

2006 08:41 ☒ AM ☐ PM ☐ After Hours Report ☐ Law Enforcement Notified
☐ Interpreter Needed? ☐ Worker Safety Concerns?
☐ Serious Incident Report Generated?
 or egregious incident ([See Related Access Appendix](#)) ?

Options: [Action](#) [RT Matrix](#) [ICW Cover Letter](#) [Mandated/Relative Reporter Notice](#) [Prior County Involvement](#) [Services Report](#) [Services Report Additional Information](#) [Go](#) [Save](#) [Close](#)

Done Trusted sites